

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

CORPORATE TRAINING ANNOUNCEMENTS

New Courses Have Been Added!!!!

Attached are **Corporate Training Announcements for the Professional and Technical Skills, Project Management Career Development Program (PMCDP) and Retirement Seminars (March - May, 2011). These courses have immediate open registration.**

Please review each announcement of interest as it provides detailed information regarding course description, learning goals and points-of-contact for your use.

Delivery dates and locations are subject to change. Accommodations for persons with disabilities will be provided upon request.

Please note PMCDP supports the certification of Federal Project Directors (FPDs). A FDP and/or candidate have priority over all other employees enrolled in a PMCDP course. The Office of Engineering and Construction Management's (OECM) decision to remove non-FPDs will be based upon the latest registration request date.

When entering a training request into CHRIS for Professional Skills courses, employees located in the field must enter the advertised cost in the tuition box. Headquarters employees will leave the tuition box blank.

SCHEDULE OF CLASSES

(CLICK ON TITLE TO GO TO COURSE DESCRIPTION AND LOGISTICAL INFORMATION.)

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MAY

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CORPORATE TRAINING ANNOUNCEMENTS

Professional and Technical Skills

&

**Project Management Career Development
Program**

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

CORPORATE TRAINING ANNOUNCEMENT

SERVANT LEADERSHIP

COURSE DESCRIPTION: Servant leadership is a practical philosophy, which supports people who choose to serve first, and then lead as a way of expanding service to individuals and institutions. Servant leaders may or may not hold formal leadership positions. Servant leadership encourages collaboration, trust, foresight, listening, and the ethical use of power and empowerment.

COURSE GOALS: The goal of this course is to help participants acquire skills to examine and assess your organizational values, examine and practice the principles of Servant Leadership and examine, discuss, and assess the concept and value of good followership in a servant leadership environment.

Competencies addressed in this workshop include, External Awareness, Vision, Service Motivation, Partnering, Political Savvy, and Accountability.

CHRIS CODE: 002092 **SESSION #:** 0002 **COST:** \$400

COURSE DATE: March 1 - 2, 2011 **TIME:** 8:30 a.m. – 4:00 p.m.

LOCATION: DOE Headquarters, Forrestal Building, Room GH-043
1000 Independence Avenue, S.W., Washington, DC 20585

TARGET AUDIENCE: All employees who want to improve workplace interactions and reduce incidences of conflict. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact the following individuals in the Learning and Development Training Services Division: Bradley Tramel, Human Resources Assistant at 202-586-1260 or Steven Head, Training Consultant at 202-586-9516.

Accommodations for persons with disabilities will be provided upon request.

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

In partnership with:
THE OFFICE OF ENGINEERING AND CONSTRUCTION MANAGEMENT (MA-50)

CORPORATE TRAINING ANNOUNCEMENT

CAPITAL PLANNING

COURSE DESCRIPTION: This course is an elective for Level 1 certification in the Project Management Career Development Program (PMCDP). Participants will review capital planning questions they should ask when a non-information technology capital asset project under the DOE O 413.3B, herein referred to as capital asset project, is in each phase of the project's acquisition. The course will review the documents and reports from the budget formulation and acquisition planning processes that can be used to support the DOE's budget submissions to the Office of Management and Budget (OMB). This course tracks the critical decision deliverables, reports, cyclical budget data and narratives in the context of a structured capital planning process and the critical decision model for capital asset projects.

COURSE GOALS: Present the government's structured capital planning process and discuss how it applies to the Acquisition Management System. Learn how to leverage capital assets for strategic outcomes using tools and resources at Federal Project Directors (FPDs) disposal to report information to HQ. Introduce capital planning as a structured process. Demonstrate how the Critical Decision (CD) process for acquiring capital assets provides information to support DOE budget call inputs at each CD point. Provide examples of how project information is used to support the Project Data Sheet (PDS) and OMB Exhibit 300 reporting requirements. Highlight the FPDs' role in each step of the capital planning process.

CHRIS CODE: **002152**

SESSION #: **0001**

COURSE DATE: **March 1 - 2, 2011**

TIME: **8:00 a.m. - 4:00 p.m.**

LOCATION: **Oak Ridge Operations Office
200 Administration Road, #G059, Oak Ridge, TN 37831**

TARGET AUDIENCE: This course is primarily designed for current and prospective DOE Federal Project Directors. Pre-work: Participants - A read-through of the DOE O 413.3B - Come prepared with Project Data Sheet documents and worksheets to reference in the training. Prerequisites: Participants in this course are expected to have, at minimum, the following knowledge base: A basic understanding of the DOE Capital Asset Acquisition Management System, DOE O 413.3B, and the Critical Decision milestones. A fundamental understanding of a typical project management cycle and related project management processes. A basic understanding of the federal and DOE budget cycle and processes and basic understanding of Performance Based Management Contracting. ([Back to Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For those organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. These courses are offered at no cost to DOE employees. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact Missy Seiber, 865-576-3925. For all other PMCDP questions, please contact Linda Ott, Office of Engineering, and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

In partnership with:
**THE OFFICE OF ENGINEERING AND CONSTRUCTION
MANAGEMENT (MA-50)**

CORPORATE TRAINING ANNOUNCEMENT

SCOPE MANAGEMENT / BASELINE DEVELOPMENT

COURSE DESCRIPTION: This course is an elective for Level 2 certification in the Project Management Career Development Program (PMCDP). The course covers a range of project management issues specific to the competency needs of a Level 2 Project Manager. The objective of this course is to prepare students to conduct effective requirements planning sessions and to be able to control scope and configuration changes throughout the life cycle of the project. The course will emphasize Work Breakdown Structure (WBS) development. Some topic areas include baseline development techniques, identifying risk and constraints for requirements, prioritizing requirements, trade-off analysis, iterative requirements management, and scope change/configuration management.

COURSE GOAL: This course is designed to enhance the DOE Federal Project Directors ability to clearly define requirements and scope, develop a defensible baseline, and manage conformance to the baseline throughout the project life-cycle.

CHRIS CODE: 001036

SESSION #: 0012

COURSE DATE: March 1 - 3, 2011

TIME: 8:00 a.m. – 4:00 p.m.

LOCATION: Learning and Development Training Services Division
2309 Renard Place, S.E., Albuquerque, NM 87106

TARGET AUDIENCE: Level 2 or higher Federal Project Directors, integrated project team members, and prospective Project Directors. Attendees of this course should have at least five years experience in project management and should currently be in a project management position on a project with a total project cost (TPC) of at least \$20M. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For those organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical/registration questions, please contact the following individual in Learning and Development Training Services: Ken Hogan, Training Consultant, at 505-245-2112. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

In partnership with:
**THE OFFICE OF ENGINEERING AND CONSTRUCTION
MANAGEMENT (MA-50)**

CORPORATE TRAINING ANNOUNCEMENT

ADVANCED RISK MANAGEMENT

COURSE DESCRIPTION: This course is an elective for Level 4 certification in the Project Management Career Development Program (PMCDP). The course will provide students with more advanced treatment of risk management principles and concepts. The training will build upon the concepts included in the basic Risk Analysis and Management course and will review topics that are appropriate for Level 3 and 4 Federal Project Directors. The course also addresses representative project risk management software risk analysis tools, and uses two large capital and operating dollar projects to enhance the learning through case study work.

COURSE GOAL: Provide the participant with an advanced understanding of the concepts and applications of risk and opportunity management, within the context of federally managed DOE acquisition projects.

CHRIS CODE: 001042

SESSION #: 0011

COURSE DATE: March 7 - 10, 2011 **TIME:** 8:00 a.m. - 4:00 p.m.

LOCATION: Richland Operations Office
825 Jadwin Avenue, Richland, WA 99352

TARGET AUDIENCE: Level 4 Federal Project Directors, prospective Project Directors, and integrated project team members. Attendees should have a minimum of eight years of experience in project management and should currently work in a project management position on a project with a total project cost of at least 400 million dollars.
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REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For those organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. These courses are offered at no cost to DOE employees. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical/registration questions, please contact the Learning and Development Training Services Division: Semi Bird, Training Consultant, at 509-376-1665. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

CORPORATE TRAINING ANNOUNCEMENT

CHANGING DIMENSIONS OF DOE

COURSE DESCRIPTION: This course is designed to provide the participant with knowledge of DOE's changing priorities and to provide an opportunity for active participation in DOE's future. Topics for the sessions include: managing for results in DOE; quality focus; environmental priorities; organizational initiatives; laboratory relationships; public policy process; Congressional policy perspectives; exploration of Capitol Hill; performance management; techniques for positive change in DOE; and developing action plans. Workshop include: preparing for change, planning for change; and group feedback.

COURSE GOALS: Provide access to key DOE organizational leaders. Promote interaction with the DOE leadership regarding:

- current and projected DOE policies;
- management systems and techniques;
- the internal and external factors affecting change
- insight into the public policy process;
- and develop group and personal action plans for implementing change.

CHRIS CODE: 000089 **SESSION #:** 0021 **COST:** \$800

COURSE DATE: March 7 - 10, 2011 **TIME:** 8:30 a.m. – 4:00 p.m.

LOCATION: DOE Forrestal Building Room 6E-069
1000 Independence Avenue, S.W., Washington, DC 20585

TARGET AUDIENCE: Unless otherwise specified, this course will serve as an excellent experience for all DOE employees. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact the Learning and Development Training Services Division: Teri Ayres, Human Resources Assistant at 202-287-5716 or Deborah Jones, Training Consultant at 202-586-4447.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

In partnership with:
THE OFFICE OF ENGINEERING AND CONSTRUCTION
MANAGEMENT (MA-50)

CORPORATE TRAINING ANNOUNCEMENT

**LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED)
FOR NEW CONSTRUCTION AND EXISTING BUILDINGS**

COURSE DESCRIPTION: This is a Level 1 elective course for the DOE Project Management Career Development Program (PMCDP). The LEED Implementation Process is a two-day course designed to provide participants with the knowledge to make existing buildings environmentally sound. This course supports the mandate of the Secretary of Energy who has directed that all projects meet the Leadership in Energy and Environmental Design (LEED) Green Building Rating System green initiative goal standards. The course walks participants through the phases of a typical project, using case examples and implementation strategies throughout to reinforce learning and encourage students to apply knowledge to real-life situations.

COURSE GOAL: Topics covered include climate change and building impacts, motivators for green building, conventional versus integrated approaches to building design, construction and operations and the associated benefits. The history of the "green building" movement, the development of the USGBC, the development of LEED, and the relevance of LEED to Executive Orders and Federal initiatives (such as Executive Order 13423) are discussed. Also provided are the five categories of LEED, with in-depth review of the Credit Intents, Requirements, Submittals, Reference Standards, including a case study review for each category and a focus on implementation.

CHRIS CODE: **001936**

SESSION #: **0012**

COURSE DATE: **March 8 - 10, 2011** **TIME:** **8:00 a.m. – 4:00 p.m**

LOCATION: **Panhandle Regional Planning Commission**
 415 S.W. 9th Avenue, Amarillo, TX

TARGET AUDIENCE: The target audience should be Level 1 candidates and Level 1 project managers.

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For those organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. These courses are offered at no cost to DOE employees. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical/registration questions please contact Learning and Development Training Services Division: Betty Warrior, Training Consultant, at 505-245-2133. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310. ([Back – Page 1](#))

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

CORPORATE TRAINING ANNOUNCEMENT

CSRS RETIREMENT SEMINAR

COURSE DESCRIPTION: This seminar is designed to stimulate positive thinking towards proper planning for post-retirement years. Emphasis will be placed on advanced pre-retirement planning rather than specific retirement benefits.

COURSE GOALS: This seminar will cover:

- Civil Service Retirement System (CSRS) benefits
- Other retirement benefits (health benefits, life insurance, and the Thrift Savings Plan)
- Estate planning
- Financial planning
- Tax and legal issues
- Health and fitness or health considerations
- Social security benefits and Medicare
- Life after retirement

CHRIS CODE: 000033 **SESSION #:** 0078 **COST:** \$600

COURSE DATE: March 15 - 17, 2011 **TIME:** 8:30 a.m. to 4:00 p.m.

LOCATION: DOE Headquarters – Germantown Bldg., Room A-410
19901 Germantown Road, Germantown, MD 20875

TARGET AUDIENCE: Open to CSRS and CSRS Offset employees (employees 5 years from retirement) and their spouses (attendance of a spouse must be noted on the SF 182 under "Training Objectives"). ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact Learning and Development Training Services Division: Heather Barth, Human Resources Assistant at (202) 586-8522 or Gloria "GJ" Johnson, Training Consultant at (202) 586-4203.

Accommodations for persons with disabilities will be provided upon request.

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

In partnership with:
**THE OFFICE OF ENGINEERING AND CONSTRUCTION
MANAGEMENT (MA-50)**

CORPORATE TRAINING ANNOUNCEMENT

COST AND SCHEDULE ESTIMATION AND ANALYSIS MANAGEMENT

COURSE DESCRIPTION: This course is part of the Project Management Career Development Program (PMCDP). It is an elective course for PMCDP Level 2 Certification, but applies to all levels of project director development. This course provides participants with a high-level overview of cost and schedule estimation techniques necessary for successful project management. Participants will receive practical skills training on how to develop independent cost and schedule estimates and how such estimates factor into a project's baseline. The course teaches skills used across the project life cycle, but focuses on estimates developed in project planning and the early stages of project execution (preliminary design). This course prepares the participant to use project scope as the basis for a project's cost and schedule estimates. Participants will be able to:

- Work through aspects cost estimating with actual scenarios and defend the course of action chosen
- Develop a base cost estimate and cost and schedule contingency estimates
- Apply life-cycle costing techniques and validate estimates

CHRIS CODE: **001044**

SESSION #: **0007**

COURSE DATE: **March 21 – 25, 2011**

TIME: **8:00 a.m. – 4:00 p.m.**

LOCATION: **DOE Headquarters, Forrestal Building, Room GH-043
1000 Independence Ave., S.W., Washington, Dc 20585**

TARGET AUDIENCE: Level 2 or higher Federal project directors; integrated project team members; and prospective project directors. Attendees of this course should have at least five years experience in project management and should currently be in a project management position on a project with a total project cost of at least 20 million dollars. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For those organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical/registration questions, please contact the Learning and Development Training Services Division: Norman Houghtaling, Human Resources Assistant at 202-586-0953 or Jackie Battle, Training Consultant, at 202-586-9547. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

CORPORATE TRAINING ANNOUNCEMENT

FERS RETIREMENT PREPARATION SEMINAR

COURSE DESCRIPTION: This 3-day course is designed to stimulate positive thinking toward proper planning for post-retirement years. Emphasis will be placed on advanced pre-retirement planning rather than specific retirement benefits.

COURSE GOAL: This seminar will cover:

- FERS benefits;
- Other retirement benefits (health benefits, life insurance, and the Thrift Savings Plan);
- Estate planning;
- Financial planning;
- Tax and legal issues;
- Health and fitness;
- Social Security benefits and Medicare; and,
- Life after retirement.

CHRIS CODE: **000038** **SESSION #:** **0021** **COST:** **\$600**

COURSE DATE: **March 22 - 24, 2011** **TIME:** **8:30 a.m. to 4:00 p.m.**

LOCATION: **DOE Headquarters, Forrestal Building - Room BE-069**
 1000 Independence Avenue, S.W., Washington, DC 20585

TARGET AUDIENCE: **Open to FERS employees only (employees 5 years from retirement) and their spouses.** (Attendance of a spouse must be noted on the Standard Form 182, Block 16).

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REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact the Learning and Development Training Services Division: Shira Holmes, Human Resource Assistant at 202-586-8449 or Gloria "GJ" Johnson, Training Consultant at 202-586-4203.

Accommodations for persons with disabilities will be provided upon request.

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

In partnership with:
THE OFFICE OF ENGINEERING AND CONSTRUCTION MANAGEMENT (MA-50)

CORPORATE TRAINING ANNOUNCEMENT

ACQUISITION MANAGEMENT FOR TECHNICAL PERSONNEL

COURSE DESCRIPTION: This course is intended for a non-procurement audience. The course is ideal for program and project personnel involved in generating procurement requests or participating in source selection activities. Participants will receive a solid foundation in the processes and applications of acquisition activities that happen before a contract is awarded. Topics include: ethics; contracting methods; types of contracts; pre-award process; contract administration; and trends in Government contracting.

Course goals: This course will help participants understand the relationship between technical personnel and contracting personnel in the acquisition process and understand and be able to participate in the various contracting and solicitation activities for acquiring services and supplies, including: - Sealed bidding and competitive contracting; - Fixed-price and various types of cost-reimbursement contracts; and - DOE-unique solicitation instruments. The course will also cover how to understand and participate in the key tasks involved in development of a Procurement Request, including: - Definition of requirements; - development of a Statement of Work (SOW); - preparation and application of evaluation criteria; -evaluation of proposals; and - administration of contracts.

CHRIS CODE: **000145**

SESSION #: **0024**

COURSE DATE: **March 28 – April 1, 2011**

TIME: **8:00 a.m. - 4:00 p.m.**

LOCATION: **Environmental Management Consolidated Business Center (EMCBC)
250 East 5th Street - Room 650, Cincinnati, OH 45202**

TARGET AUDIENCE: Project and program personnel and others who are involved in general procurement requests and/or source selection activities. ([Back to Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For those organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. These courses are offered at no cost to DOE employees. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact Learning and Development Training Services Division: Vanessa Anderson, Training Consultant, at 505-245-2147. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

CORPORATE TRAINING ANNOUNCEMENT

DEALING WITH DIFFICULT PEOPLE

COURSE DESCRIPTION: No one likes working with difficult people, but they are an unpleasant fact. If you could learn some handy techniques for dealing with them in a productive way, would your relationships improve? Certainly! This workshop will prepare you to take on problem people, conflict, and negative work situations with a minimum of fallout. If certain people are preventing you from enjoying your work and getting the most from your day, this workshop is for you!

Competencies addressed in this workshop include Flexibility, Conflict Management, Interpersonal Skills, Influencing / Negotiating, Problem Solving.

Course goals: The goal of this workshop is to help participants acquire skills to diffuse anger, prevent unnecessary miscommunication and conflict and improve your personal relationships with colleagues and partners.

CHRIS CODE: 000614 **SESSION #:** 0006 **COST:** \$400

COURSE DATE: March 29 – 30, 2011 **TIME:** 8:30 a.m. – 4:00 p.m.

LOCATION: DOE Headquarters, Forrestal Building, Room GH-043
1000 Independence Avenue, S.W., Washington, DC 20585

TARGET AUDIENCE: All employees who want to improve workplace interactions and reduce incidences of conflict. ([Back to Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact the following individuals in the Learning and Development Training Services Division: Norman Houghtaling, Human Resources Assistant at 202-586-0953 or Jackie Battle, Training Consultant at 202-586-9547.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

In partnership with:
THE OFFICE OF ENGINEERING AND CONSTRUCTION
MANAGEMENT (MA-50)

CORPORATE TRAINING ANNOUNCEMENT

STRATEGIC PLANNING

COURSE DESCRIPTION: This course is an elective for Level 4 certification in the Project Management Career Development Program (PMCDP). Participants will be introduced to theories and techniques to improve productivity, formulate and implement a planning process, and make better strategic decisions. They will be shown how to make decisions based on strategic plans that give specific direction yet remain flexible enough to respond to changing conditions.

COURSE GOALS: Provide participants with hands-on knowledge of the strategic planning process and how to formulate and implement strategic plans.

CHRIS CODE: 001043

SESSION #: 0007

COURSE DATE: March 29 – 31, 2011

TIME: 8:00 a.m. – 4:00 p.m.

LOCATION: Canyon School, Central & 4th Street
1100 4th Street, Los Alamos, NM 87545

TARGET AUDIENCE: Level 4 Federal Project Directors, prospective Project Directors, and integrated project team members. Attendees should have a minimum of eight years of experience in project management and should currently work in a project management position on a project with a total project cost of at least 400 million dollars. The course may be beneficial to other PMCDP participants or to DOE staff engaged in strategic planning. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For those organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. These courses are offered at no cost to DOE employees. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical or registration questions please contact Learning and Development Training Services Division: Betty Warrior, Training Consultant at 505-245-2127. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

In partnership with:
**THE OFFICE OF ENGINEERING AND CONSTRUCTION
MANAGEMENT (MA-50)**

CORPORATE TRAINING ANNOUNCEMENT

ADVANCED LEADERSHIP

COURSE DESCRIPTION: This course provides participants an opportunity to realistically assess their leadership strengths and needs, develop the communication and relationship-building skills that their professional environment requires, and discover how their personal leadership style aligns with their organization's culture.

COURSE GOAL: Enable participants to develop an advanced understanding of themselves and of their professional environments to succeed in dynamic, high-pressure, high-visibility leadership positions.

CHRIS CODE: 001041

SESSION #: 0011

COURSE DATE: April 4 -8, 2011

TIME: 8:00 a.m. - 4:00 p.m.

LOCATION: Canyon School, Central & 4th Street
1100 4th Street, Los Alamos, NM 87545

TARGET AUDIENCE: Level 4 Federal Project Directors, prospective Project Directors, and integrated project team members. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS.

These courses are offered at no cost to DOE employees. Federal Project Directors (FPDs) and/or candidate have priority over all other employees enrolled in a PMCDP course. The Office of Engineering and Construction Management's (OECM's) decision to remove non-FPDs will be based upon the latest registration request date. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical/registration questions, please contact the Learning and Development Training Services Division: Betty Warrior, Training Consultant, at 505-245-2127. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND WORKFORCE DEVELOPMENT TRAINING SERVICES DIVISION

In partnership with:

THE OFFICE OF ENGINEERING AND CONSTRUCTION MANAGEMENT (MA-50)

CORPORATE TRAINING ANNOUNCEMENT

PLANNING FOR SAFETY IN PROJECT MANAGEMENT

COURSE DESCRIPTION: This course is required for Level 1 certification in the Project Management Career Development Program (PMCDP). It is designed to enhance the DOE Federal Project Director's ability to clearly define and carry out integrated safety management and quality management. Additionally, it will provide participants with the necessary information to ensure that all DOE projects comply with DOE standards of safety. Using a case study, this process will examine nuclear, environmental, and worker safety issues in a representative project.

OBJECTIVE: The main objective of this course is to prepare the participant to effectively apply safety management requirements throughout the project acquisition life cycle. Particular emphasis is given to the planning and design phases where application of a Failure Mode and Effects Analysis should identify potential hazards and mitigation strategies.

CHRIS CODE: **001035**

SESSION #: **0045**

COURSE DATE: **April 5 - 8, 2011**

TIME: **8:00 a.m. – 4:00 p.m.**

LOCATION: **Livermore National Lab**
 7000 East Avenue, Bld., T1879, Livermore, CA 94550

TARGET AUDIENCE: Federal Project Directors; perspective Federal Project Directors and integrated project team members. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS.

These courses are offered at no cost to DOE employees. Federal Project Directors (FPDs) and/or candidate have priority over all other employees enrolled in a PMCDP course. The Office of Engineering and Construction Management's (OECM's) decision to remove non-FPDs will be based upon the latest registration request date. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical/registration questions please contact Learning and Development Training Services Division: Betty Warrior, Training Consultant at 505-245-2127. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

CORPORATE TRAINING ANNOUNCEMENT

MID-CAREER RETIREMENT PLANNING

COURSE DESCRIPTION: This course is designed to help the participant develop plans that will improve their retirement outlook and position to ensure a healthy, financially sound and rewarding retirement future.

COURSE GOALS: Topics to be discussed include:

- CSRS / CSRS Offset / FERS retirement benefits,
- Social Security,
- Thrift Savings Plans,
- Federal Employees' Health and Life Insurance Programs,
- Lifestyle changes,
- Health and fitness aspects of retirement;
- Financial planning , and,
- Legal affairs / Estate planning.

CHRIS CODE: **000116** **SESSION #:** **0048** **COST:** **\$400**

COURSE DATE: **April 6 - 7, 2011** **TIME:** **8:30 a.m. to 4:00 p.m.**

LOCATION: **DOE Headquarters, Germantown Building - Auditorium**
 19901 Germantown Road, Germantown, MD 20875

TARGET AUDIENCE: Open to employees within 10 – 20 years of retirement. (Attendance of a spouse must be noted on the Standard Form 182, Block 16). ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact the Learning and Development Training Services Division: Shira Holmes, Human Resources Assistant at 202-586-8449.

Accommodations for persons with disabilities will be provided upon request.

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

CORPORATE TRAINING ANNOUNCEMENT

LEADERSHIP SKILLS FOR NON-SUPERVISORS

COURSE DESCRIPTION: During this course, participants will discuss essential skills to gain the respect and support of others. The course will discuss how to handle different personality types, delegate effectively, overcome conflict without making enemies, and build stronger, more successful teams.

COURSE GOALS: Understand primary leadership style and how to use it.

1. Increase productivity by keeping everyone on your team informed and involved.
2. Earn respect by being assertive, but not aggressive.
3. Refine abilities to handle typical group problems with confidence.
4. Learn skills for handling a variety of personalities, effective delegating techniques, and how to overcome conflict.
5. Building cooperative teams and the art of giving constructive feedback.

CHRIS CODE: **000350** **SESSION #:** **0043** **COST:** **\$ 400**

COURSE DATE: **April 19 – 20, 2011** **TIME:** **8:30 a.m. - 4:00 p.m.**

LOCATION: **DOE Headquarters, Forrestal Building, Room – GH-043**
 1000 Independence Ave., SW Washington, DC 20585

TARGET AUDIENCE: This course is designed for individuals who lead others, office coordinators and other non-supervisory employees who want to enhance their leadership skills. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS as if this is an external training instance and include the session cost. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact the Learning and Development Training Services Division: Teri Ayres, Human Resources Assistant at 202-287-5716 or Lenora Porzillo, Training Consultant at 202-586-9518.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

In partnership with:
THE OFFICE OF ENGINEERING AND CONSTRUCTION MANAGEMENT (MA-50)

CORPORATE TRAINING ANNOUNCEMENT

PROJECT MANAGEMENT SYSTEMS & PRACTICES IN DOE

COURSE DESCRIPTION: This course is required for Level 1 certification in the Project Management Career Development Program (PMCDP). This blended learning course addresses specific project management issues focusing primarily on the critical decision process promulgated in DOE Capital Assets directives (emphasis on DOE O 413.3.A). Other topics include: working Knowledge of DOE FPD roles and responsibilities, project management ethics; understanding DOE HQ-field relationships and Lead Program Secretarial Officers (LPSO's).

OBJECTIVE: Provide participants a detailed knowledge of the critical decision process required by DOE Capital Assets directives, and articulate how that process interfaces with the budget process, project schedule, and key elements of project management at DOE.

CHRIS CODE: 001024

SESSION #: 0038

COURSE DATE: May 2 - June 24, 2011 **TIME:** 8:00 a.m. – 4:00 p.m.
Onsite: June 7 - 9, 2011

LOCATION: National Energy Technology Laboratory (NETL)
626 Cochran Mill Road, Pittsburgh, PA 15236

TARGET AUDIENCE: Federal Project Directors with at least three years experience in project management who currently work in a project management position on a project with a total project cost (TPC) of at least 5 to 20 million dollars. This course will be relevant for personnel involved directly or indirectly in a wide variety of DOE projects or activities related to program/project management or contract management. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS.

These courses are offered at no cost to DOE employees. Federal Project Directors (FPDs) and/or candidate have priority over all other employees enrolled in a PMCDP course. The Office of Engineering and Construction Management's (OECM's) decision to remove non-FPDs will be based upon the latest registration request date. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical/registration questions, please contact the Learning and Development Training Services Division: Jackie Battle, Training Consultant, at 202-586-9547. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

CORPORATE TRAINING ANNOUNCEMENT

**WINNING BRIEFING AND PRESENTATION SKILLS . . . PUT POWER, PUNCH AND
PIZZAZZ INTO YOUR PRESENTATIONS**

COURSE DESCRIPTION: This course covers the skills necessary for you to effectively design, develop, and deliver the presentations you are asked to do in your job. The first half-day consists of an overview for all participants of the ingredients necessary to deliver a winning presentation. The next sessions consist of dividing the participants into groups of five where each person designs and delivers a five-minute presentation. All participants are videotaped, critiqued, and given the opportunity to perform their presentation again. During the presentation, the participants focus on minimizing their weaknesses and enhancing their strengths. Each participant gets a copy of the videotape to take home.

COURSE GOALS: The purpose of this workshop is to help you learn how to develop and deliver high impact presentations. Participants will learn characteristics of successful presenters, mistakes presenters make, steps to deal with "speaker's anxiety" and different communication styles and how to use them to your advantage. Topics including techniques for making effect impromptu presentations, and how to use audio-visual aids and body language effectively will also be covered. Competencies addressed in this workshop include External Awareness, Oral Communication, and Interpersonal Skills.

CHRIS CODE: 001911 **SESSION #:** 0009 **COST:** \$200

COURSE DATE: May 3, 2011 **TIME:** 8:30 a.m. – 4:00 p.m.

LOCATION: DOE Headquarters, Forrestal Building, Room: GH-043
1000 Independence Avenue, S.W., Washington, DC 20585

TARGET AUDIENCE: Anyone who makes presentations for internal work situations, customers, outside groups, proposal development or at meetings should attend this session. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact the Learning and Development Training Services Division: Heather Barth, Human Resources Assistant at 202-586-8522 or Dee Campos at 202—586-9543.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

In partnership with:

THE OFFICE OF ENGINEERING AND CONSTRUCTION MANAGEMENT (MA-50)

CORPORATE TRAINING ANNOUNCEMENT

ADVANCED RISK MANAGEMENT

COURSE DESCRIPTION: This course is an elective for Level 4 certification in the Project Management Career Development Program (PMCDP). The course will provide students with more advanced treatment of risk management principles and concepts. The training will build upon the concepts included in the basic Risk Analysis and Management course and will review topics that are appropriate for Level 3 and 4 Federal Project Directors. The course also addresses representative project risk management software risk analysis tools, and uses two large capital and operating dollar projects to enhance the learning through case study work.

COURSE GOAL: Provide the participant with an advanced understanding of the concepts and applications of risk and opportunity management, within the context of federally managed DOE acquisition projects.

CHRIS CODE: 001042 **SESSION #:** 0012

COURSE DATE: May 3-6, 2011 **TIME:** 8:00 a.m. - 4:00 p.m.

LOCATION: Argonne Guest House, Conference Room A
Argonne, IL 60439

TARGET AUDIENCE: Level 4 Federal Project Directors, prospective Project Directors, and integrated project team members. Attendees should have a minimum of eight years of experience in project management and should currently work in a project management position on a project with a total project cost of at least 400 million dollars.
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REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS.

These courses are offered at no cost to DOE employees. Federal Project Directors (FPDs) and/or candidate have priority over all other employees enrolled in a PMCDP course. The Office of Engineering and Construction Management's (OECM's) decision to remove non-FPDs will be based upon the latest registration request date. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical/registration questions, please contact the Learning and Development Training Services Division: Sherri Jackson, Training Consultant, at 630-252-2403. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

CORPORATE TRAINING ANNOUNCEMENT

**CONTRACT ADMINISTRATION FOR
TECHNICAL REPRESENTATIVES - REFRESHER**

COURSE DESCRIPTION: This one-day course is an opportunity to obtain training hours toward the required 40 hours of continuous learning every two years. The course provides required training in responsibilities and limitations of authority of CORs.

COURSE GOALS: Upon completion of the course, each participant should be able to:

- * List and describe the assigned duties as Contracting Officer's Representative;
- * Demonstrate an awareness of the complex and challenging responsibilities of contracting (GS-1100 series) personnel in carrying out the "Law of the Land" as embodied in the Federal Acquisition Regulation (FAR);
- * Given a common acquisition scenario, detail the statutory and procedural requirements of the FAR;
- * Provide examples demonstrating a basic understanding of the importance of teamwork between the technical community and the contracting community for effectively conducting the contracting process; and
- * Lead a discussion reinforcing the level of awareness of the non-contracting employees' value and importance in the contracting process.

CHRIS CODE: **001057** **SESSION #:** **0053** **COST:** **\$200**

COURSE DATE: **May 9, 2011** **TIME:** **8:30 a.m. – 4:00 p.m.**

LOCATION: **DOE Headquarters, Forrestal Building – GH-043**
 1000 Independence, Ave., SW, Washington, DC 20585

TARGET AUDIENCE: Personnel who have completed the 3-day COR training; for COR re-certification; and experienced COR's. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact the Learning & Development Training Services Division: Bonnie Chin, at 202-586-9522.

Accommodations for persons with disabilities will be provided upon request.

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

CORPORATE TRAINING ANNOUNCEMENT

CONTRACT ADMINISTRATION FOR TECHNICAL REPRESENTATIVES

COURSE DESCRIPTION: This course is required for Level 1 certification in the Project Management Career Development Program (PMCDP) and the Energy Acquisition Career Management Program (EACMP). Designed for employees who have valuable technical or functional expertise but little formal training in procurement, who need to know what to do when tasked to be Contracting Officer's Representative (COR) on a DOE non-M&O prime contract. Topics include: the Federal acquisition process as it pertains to the COR function; DOE's approach to contract administration; the role of the COR, particularly in relation to the contracting officer and the contractor; the duties of the COR and how to effectively complete assigned responsibilities; and the ethical standards of conduct to which CORs must adhere.

COURSE GOAL: Provide DOE employees tasked to be COR with an overview of COR authority and responsibilities.

CHRIS CODE: **000058** **SESSION#:** **0168** **COST:** **\$600**

COURSE DATE: **May 10 - 12, 2011** **TIME:** **8:00 a.m. – 4:00 p.m.**

LOCATION: **DOE Headquarters, Forrestal Building Room – GH-043**
 1000 Independence Ave., SW Washington, DC 20585

TARGET AUDIENCE: Personnel tasked to be CORs who may not necessarily have formal training in procurement. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

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POINTS OF CONTACT: If you have any logistical questions, please contact the Learning & Development Training Services Division: Bonnie Chin at 202-586-9522.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

In partnership with:
THE OFFICE OF ENGINEERING AND CONSTRUCTION MANAGEMENT (MA-50)

CORPORATE TRAINING ANNOUNCEMENT

EXECUTIVE COMMUNICATIONS

COURSE DESCRIPTION: This course is required for Level 4 certification in the Project Management Career Development Program (PMCDP). Using filmed exercises and simulated media events, this highly interactive course addresses championing projects to Congressional leaders, DOE senior managers, and the media; communicating DOE concerns and plans to Congressional offices; delivering Congressional hearing testimony and responding to specific Congressional queries; giving television interviews and reviewing the newspaper articles that result from them; and understanding Congressional organization, leadership structures, and stakeholder concerns.

OBJECTIVE: Prepare participants to interact with senior agency executives, Congress, the media, and the general public.

CHRIS CODE: 001031

SESSION #: 0022

COURSE DATE: May 17 – 19, 2011 **TIME:** 8:00 a.m. – 4:00 p.m.

LOCATION: Canyon School, Central & 4th Street
1100 4th Street, Los Alamos, NM 87545

TARGET AUDIENCE: Level 4 Federal Project Directors, prospective Project Directors, and integrated project team members. Attendees should have a minimum of eight years of experience in project management and should currently work in a project management position on a project with a total project cost of at least 400 million dollars. The course may be beneficial to other PMCDP participants who interact with senior agency executives, Congress or the general public. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS.

These courses are offered at no cost to DOE employees. Federal Project Directors (FPDs) and/or candidate have priority over all other employees enrolled in a PMCDP course. The Office of Engineering and Construction Management's (OECM's) decision to remove non-FPDs will be based upon the latest registration request date. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical/registration questions, please contact the following individuals at the Learning and Development Training Services: Betty Warrior, Training Consultant, at 505-245-2127. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

CORPORATE TRAINING ANNOUNCEMENT

CSRS RETIREMENT SEMINAR

COURSE DESCRIPTION: This seminar is designed to stimulate positive thinking towards proper planning for post-retirement years. Emphasis will be placed on advanced pre-retirement planning rather than specific retirement benefits.

COURSE GOALS: This seminar will cover:

- Civil Service Retirement System (CSRS) benefits
- Other retirement benefits (health benefits, life insurance, and the Thrift Savings Plan)
- Estate planning
- Financial planning
- Tax and legal issues
- Health and fitness or health considerations
- Social security benefits and Medicare
- Life after retirement

CHRIS CODE: **000033** **SESSION #:** **0079** **COST:** **\$600**

COURSE DATE: **May 17 – 19, 2011** **TIME:** **8:30 a.m. to 4:00 p.m.**

LOCATION: **DOE Headquarters - Forrestal Building, Room GH-043**
 1000 Independence Avenue, S.W., Washington, DC 20585

TARGET AUDIENCE: Open to CSRS and CSRS Offset employees (employees 5 years from retirement) and their spouses (attendance of a spouse must be noted on the SF 182 under "Training Objectives"). ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact Learning and Development Training Services Division: Gloria "GJ" Johnson, Training Consultant at (202) 586-4203.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

In partnership with:
THE OFFICE OF ENGINEERING AND CONSTRUCTION MANAGEMENT (MA-50)

CORPORATE TRAINING ANNOUNCEMENT

PROJECT MANAGEMENT SIMULATION

COURSE DESCRIPTION: This course is required for Level 2 certification in the Project Management Career Development Program (PMCDP). This computer-based project management simulation enables participants to exercise and integrate a wide variety of project management skills, including developing defensible project plans; applying PM tools and techniques to plan, track, and control projects; improving project team performance; analyzing project information; identifying complex project tradeoff decisions; and recognizing when to focus on task and when to focus on process.

OBJECTIVE: Provide participants the opportunity to apply project management knowledge in an automated project simulation

CHRIS CODE: 001029

SESSION #: 0023

COURSE DATE: May 23 - 27, 2011 **TIME:** 8:00 a.m. – 4:00 p.m,

LOCATION: Oak Ridge Operations Office
200 Administration Road, Oak Ridge, TN 37831

TARGET AUDIENCE: Level 2 or higher Federal Project Directors, integrated project team members, and prospective Project Directors. Minimum two years as a Level 1 Project Director or equivalent. Attendees of this course should have at least five years experience in project management and should currently be in a project management position on a project with a total project cost (TPC) of at least \$20M. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS.

These courses are offered at no cost to DOE employees. Federal Project Directors (FPDs) and/or candidate have priority over all other employees enrolled in a PMCDP course. The Office of Engineering and Construction Management's (OECM's) decision to remove non-FPDs will be based upon the latest registration request date. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical/registration questions, please contact Missy Seiber at 865-576-3925. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

CORPORATE TRAINING ANNOUNCEMENT

DEALING WITH DIFFICULT PEOPLE

COURSE DESCRIPTION: No one likes working with difficult people, but they are an unpleasant fact. If you could learn some handy techniques for dealing with them in a productive way, would your relationships improve? Certainly! This workshop will prepare you to take on problem people, conflict, and negative work situations with a minimum of fallout. If certain people are preventing you from enjoying your work and getting the most from your day, this workshop is for you!

Competencies addressed in this workshop include Flexibility, Conflict Management, Interpersonal Skills, Influencing / Negotiating, Problem Solving.

COURSE GOALS: The goal of this workshop is to help participants acquire skills to diffuse anger, prevent unnecessary miscommunication and conflict and improve your personal relationships with colleagues and partners.

CHRIS CODE: 000614 **SESSION #:** 0011 **COST:** \$400

COURSE DATE: May 24 – 25, 2011 **TIME:** 8:30 a.m. – 4:00 p.m.

LOCATION: DOE Headquarters, Forrestal Building, Room GH-043
1000 Independence Avenue, S.W., Washington, DC 20585

TARGET AUDIENCE: All employees who want to improve workplace interactions and reduce incidences of conflict. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact the Learning and Development Training Services Division: Bradley Tramel, Human Resources Assistant at 202-586-1260 or Dee Campos at 202—596-9543.

Accommodations for persons with disabilities will be provided upon request.